

New Hire Orientation Checklist

- ☐ Attend scheduled New Hire Orientation as outlined in your offer letter. Questions please call (505) 664-6947.
- ☐ Provide Proof of US Citizenship for Uncleared US Citizens
 - ☐ (If you did not bring to Orientation you must provide to the New Hires office within 3 days of hire)
- ☐ Complete and turn in all required forms to the New Hire Representative at Orientation (if you complete your forms before orientation, please wait to sign until your hire date).
 - ☐ For Employment Eligibility form (I-9) please refer to the list of acceptable documents in your offer letter. All documents must be signed originals. You will need to bring these with you to your New Hire Orientation.
- ☐ Attend Benefits Orientation (if eligible)
 - ☐ Please refer to offer letter for eligibility
- ☐ Provide proof of US Citizenship and photo ID to Badge Office on second day of hire
 - ☐ http://www.lanl.gov/orgs/adss/green_secsmarts/2008SS/proof1008.pdf
- ☐ If “L” or “Q” cleared go to Clearance Processing **before receiving a badge.**
- ☐ FOREIGN NATIONAL ORIENTATION
Date: _____
- ☐ General Employee Training GET
Date: _____
- ☐ Discuss Alternate Work Schedules with manager Policy P761 for approval.
 - ☐ <https://policy.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=P761&FileName=P761.pdf>
- ☐ Complete online New Hire Orientation Satisfaction Survey within 14 days of hire:
 - ☐ <http://hrsurvey.lanl.gov/cgi-bin/qwebcorporate.dll?A2KSQP>
- ☐ Complete online Ethics and Compliance training (44486) within 30 days of hire.
- ☐ Attend your New Hire Physical Appointment (If you are not scheduled for one call the office at the number provided in New Hire Physical packet and see if you need to set one up). Everyone must complete the medical questionnaire form and send it to MS D421 or take with you to your new hire physical.
- ☐ Update address (if applicable) by sending an email to rr-desk@lanl.gov.

(If you did not provide the required I-9 documents or your proof of US Citizenship you must see the New Hire Representative within 3 days of your hire or you will be terminated.)